



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2703 PRINCIPAL ENGINEERING AIDE
*MONTHLY SALARY: \$4181 to \$5063**

***APPLICATION FILING PERIOD: FIRST DATE: August 24, 2007**

LAST DATE: Open

*This announcement serves to establish/maintain an eligible list for current/future vacancies that occur in the classification specified above. **PROMPT APPLICATION IS ENCOURAGED.** Although the last date to apply is currently "OPEN", **the application filing period may be closed with a five day notice.**

***THE POSITION:** Principal Engineering Aides perform and supervise a wide variety of complex sub-professional engineering work regarding the enforcement, investigation, construction, design, inspection, and maintenance of engineering records and projects in an office, laboratory or field setting; backflow prevention/cross-connection control; and perform related duties as assigned.

REQUIREMENTS: You must meet **one** of the following **EXPERIENCE or EDUCATION** requirements on the date you apply, unless otherwise indicated.

EXPERIENCE:

1. Two years of full-time experience as a **Senior Engineering Aide or Senior Drafting Aide** with the City of San Diego.
- or-
2. Four years of full-time sub-professional engineering or drafting experience.

-OR-

EDUCATION: Proof of education must be submitted to the Personnel Department.

1. College graduation with a Bachelor's Degree in Architecture, Civil or Structural Engineering, or a closely related engineering degree. -or-
2. Engineer-In-Training (EIT) Certificate issued by a State Licensing Board. -or-
3. Land Surveyor-in-Training (LSIT) Certificate issued by a State Licensing Board.

***NOTE:** For some positions, possession of an American Water Works Association (AWWA) Certification as a Cross-Connection Control Specialist is required at the time of hire.

LICENSE: A valid California Class C Driver's License **may be required at time of hire.**

***HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to all of the questions, including the supplemental questions, and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission

***HARD COPY (Paper Submission)**

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

***ONLINE (Internet Submission)**

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

***THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

***SUPPLEMENTAL QUESTIONS:** You must list your responses to the following numbered questions in Section 4 of the Standard Employment Application **or your application will be rejected**. Read the directions carefully to ensure instructions are followed correctly.

1. If you are meeting the job requirement with **EDUCATION**, specify which option below (a, b, or c), and submit proof of education to the Personnel Department.
 - a. College graduation with a Bachelor's Degree in Architecture, Civil or Structural Engineering, or a closely related engineering degree.
 - b. Engineer-In-Training (EIT) Certificate issued by a State Licensing Board.
 - c. Land Surveyor-in-Training (LSIT) Certificate issued by a State Licensing Board.
2. If you are meeting the job requirement with **EXPERIENCE**, indicate in which option below (a, b, or c).
 - a. Two years of full-time experience as a **Senior Engineering Aide** with the City of San Diego.
 - b. Two years of full-time experience as a **Senior Drafting Aide** with the City of San Diego.
 - c. Four years of full-time sub-professional engineering or drafting experience.
3. Indicate if you possess an American Water Works Association (AWWA) Certification as a Cross-Connection Control Specialist.
4. Describe your sub-professional experience in the following areas and specify at which employer (A, B, C, etc.) the experience was gained. If you do not have any experience in a specific area, please write "NONE".
 - a. Perform routine civil engineering designs by calculating distances, ties, angles, traverses, and closures.
 - b. Plot cross sections, profiles, and earth work, establishing tentative street grades, curb returns, and sewer and water main installations.
 - c. Lay out street lighting, traffic signals and public building electrical circuits.
 - d. Prepare construction plans, specifications, and maps.
 - e. Inspect street, sidewalk, curb, and water and sewer construction projects.
 - f. Perform inspections, field sampling and testing of construction materials.
 - g. Issue building, electrical, and plumbing permits.
 - h. Review engineering plans and drawings to verify conditions as represented in final plans and maps.
 - i. Inspect construction sites and facilities to verify conditions as represented in construction plans and maps (street, sidewalk, curb, and water and sewer construction projects).
 - j. Collect, interpret, analyze, and maintain statistical engineering data.
 - k. Coordinate plan checking, processing, and approval through City departments or other agencies.
 - l. Prepare engineering or other graphic documents utilizing Computer Aided Design and Drafting (CADD), Geographic Information System (GIS), Personal Computer (PC), or manual drafting.
 - m. Perform inspections, surveys or other work related to backflow prevention/cross-connection control.

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THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER